

## **Planned Development (PD) \* Request Check List**

**PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL**

**\*Minimum net acreage for a planned development is three (3) acres.  
The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat.**

- ☐ The addresses of the applicant, the property owner, and all other property owners within 200 feet of the site shall be submitted on peel-off labels along with the postage calculation worksheet
- ☐ Traffic Impact Analysis may be required (see TIA criteria in Zoning Ordinance)
- ☐ The following exhibits must be completed and submitted with the PD application

### **EXHIBIT A**

#### *1. Legal Description*

- ☐ Titled as "Exhibit A: for Z# \_\_\_\_\_"
- ☐ Legal description (metes and bounds) of the total area, as well as any individual tracts within the PD request. The legal description shall extend to the centerline of adjacent thoroughfares and creeks. The applicant will submit a hard copy (8 ½ x 11) of the legal description sealed by a surveyor and a computer disk containing the legal description formatted for Microsoft Word

#### *2. Zoning*

- ☐ Title block located in lower right corner (titled "Exhibit A: for Z# \_\_\_\_\_") with subdivision name, block and lot numbers, survey name and abstract number, and preparation date
- ☐ Legal description (metes and bounds) of the total area within the PD request
- ☐ Names, addresses, and phone numbers of owner, applicant, and surveyor
- ☐ North arrow, scale, and location/vicinity map
  - ☐ Legend, if abbreviations or symbols are used
- ☐ Property boundary and dimensions
- ☐ Adjacent Property within 200 feet - subdivision name, owner's name and recording information, land use, and zoning
- ☐ Existing and requested zoning boundary lines
- ☐ Total gross and net acreage of existing and requested zoning
- ☐ Potential residential density if proposed zoning for residential districts (exclude major thoroughfares from density calculations)
- ☐ Location of existing rights-of-way and utility easements

- ❑ Location and width of planned and existing thoroughfares, streets, or county roads within and adjacent to the property
  - ❑ If exhibit contains proposed thoroughfares add note: "The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat."
- ❑ Topography at five (5) foot contours or less
- ❑ Existing and proposed FEMA 100-year floodplain areas, or a note that no floodplain exists on the property

#### **EXHIBIT B**

- ❑ Labeled "Exhibit B: Statement of Intent and Purpose"
- ❑ Submit Statement of Intent and Purpose for the PD on separate 8 ½ x 11 sheets

#### **EXHIBIT C**

- ❑ Labeled "Exhibit C: Planned Development Standards"
- ❑ List of proposed standards for the PD. If different standards will be applied to different tracts within the PD, list proposed standards for all tracts separately, label each list of standards, and comparably label the corresponding tracts on the zoning exhibit (Exhibit A)
- ❑ Submit proposed PD standards on separate 8 ½ x 11 sheets

#### **EXHIBIT D**

- ❑ Label "Exhibit D: for Z#\_\_\_\_"
- ❑ Use the Concept Plan Check List found in the development packet for the PD Concept Plan requirements
- ❑ *Residential Planned Development Concept Plan:* In addition to items on the Concept Plan Check List, provide PD boundary lines; general land use; existing and proposed streets, alleys and easements; thoroughfares; and preliminary lot arrangements
- ❑ *Non-residential Planned Development Concept Plan:* In addition to items on the Concept Plan Check List, provide PD boundary lines; types of uses; topography and physical features of the site; screening; existing and proposed streets, alleys, fire lanes, and easements; location of future public facilities; proposed ingress and egress; landscaped areas; size, type, height, and location of buildings; building sites; density; and parking areas with ratios
- ❑ *Mixed Use Planned Development Concept Plan:* In addition to items on the Concept Plan Check List, provide PD boundary lines; site plan with proposed building complexes showing location of separate buildings, the minimum distance between buildings and between building and property lines; street lines; and alley lines. Arrangement and provision of off-street parking, size and location for ingress and egress to all uses

#### **EXHIBIT E**

- ❑ Labeled "Exhibit E: Development Schedule"
- ❑ Statement describing the proposed development schedule for the PD
- ❑ Submit Development Schedule for the PD on separate 8 ½ x 11 sheets

Preparer's Signature \_\_\_\_\_

